

# Motion To Reopen Case

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Reopen Chapter \_\_\_\_ Case** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** **Fee Certification question(s)** display.
- ☐ Respond to the question(s) as appropriate. (Defaults to No.)
  - ☐ Click **Next**.
- STEP 7.** A fee box displays, along with a question regarding the filing of an Affidavit.
- ☐ If the fee was deferred or is exempt, 0.00 should display in the fee box. If the fee was NOT deferred or exempt, the appropriate fee amount should display in the fee box.
  - ☐ If an Affidavit is attached to the document, Click **Yes**. (Defaults to No.)
  - ☐ Click **Next**.
- STEP 8.** A **Browse** screen displays.
- ☐ Click **Browse** to select the appropriate PDF to attach.

- ☐ Click **Next**.

**STEP 9.** The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Use the drop-down list to select any extra information that may be required to complete the docket text or leave blank.
- ☐ Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

**STEP 11.** The **Electronic Payment** screen displays over the top of the **Notice of Electronic Filing** screen.

- ☐ Click **Pay Now** to pay all fees due to the court; or
- ☐ Click **Continue Filing** to file another case or document.